



SBE

THE SMALL BUSINESS ENTREPRENEUR

Spring 2007

Director's Corner ▶

OSDBU Hosts 8(a) Small Business Counseling Session



Rae Martel, Business Development Consultant
National Capitol Area Minority Business Opportunity Center

The Office of Small and Disadvantaged Business Utilization (OSDBU) held its annual 8(a) Small Business Counseling Session at the Office of Justice Programs on November 28, 2006. The session was designed to provide 8(a) firms with useful information for business development and tips for marketing the Department of Justice (DOJ) for procurement opportunities.

Rae Martel, Business Development Consultant for the National Capitol Area Minority Business Opportunity Center (NCAMBOC), was the keynote speaker. She stated that the NCAMBOC assists high-growth Minority Business Enterprises (MBEs) located in the Washington Metropolitan Area in identifying contract opportunities and obtaining or expanding financing arrangements. Specifically, the organization seeks to significantly increase the competitiveness and growth of MBEs, to support and help them in obtaining federal, state, and local procurement opportunities, and assists MBEs in securing financing from commercial financing sources or from other financial institutions serving their geographic area or industry.

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The NCAMBOC has a seasoned team of business professionals experienced in Government and private sector procurement and financing available to assist MBEs and their owners. The NCAMBOC is funded by the Minority Business Development Agency of the Department of Commerce, and services are provided to qualified clients free of charge. To utilize NCAMBOC's services, a firm must be certified as an MBE and have generated at least \$500,000 in gross receipts for their most recent fiscal year. MBEs interested in utilizing the services of the NCAMBOC may contact Ms. Martel at (703) 575-6465 or by email at rmartel@taskpbsi.com.

After Ms. Martel's presentation, small business specialists from DOJ's major buying activities delivered presentations on their planned procurement opportunities and took questions from vendors. During the networking session, 8(a) firms had an opportunity to meet not only with DOJ personnel but also with other attendees. Additionally, Ms. Martel met briefly with individual attendees and scheduled follow up appointments. OSDBU received positive feedback on the session and was encouraged to sponsor similar events in the future.

Small Business Success Story ▶

HCD International A Woman-Owned, Small, Disadvantaged, 8(a) Business



Jean Drummond, the founder and president of HCD, International (HCDI), and her husband started their company in 1991 from a home-based office that had a small desk, a window, and a used computer. Since then, HCDI has grown to employ over 30 individuals and generate \$2.5M in annual revenues. Its clients include the U.S. Department of Justice, the Centers for Medicare and Medicaid Services, and the U.S. Environmental Protection Agency, as well as Johns Hopkins Medicine, The Carlson Companies, and other public and private organizations.

HCDI provides technology-enabled services in 5 key areas: organizational development and training; marketing, public relations, and community outreach; conference management and event planning; technical writing, research, and evaluation; and health care education, promotion, and management.

An award-winning, small, but fast-growing management and technology consulting firm, HCDI is extremely proud of its excellent past performance and contract renewal and referral rate of over 90 percent. This has served as a self-perpetuating form of marketing communication. HCDI takes a unique approach to each project and couples it with cutting-edge technology to provide a value-added proposition for each customer that will exceed their expectations and create a partnership for excellence. Additionally, HCDI has recently begun to manage each project using the Program Management Body of Knowledge® (PMBOK).

Through her many years of experience working with the Federal government, Drummond has developed some strategies that may help other small businesses wishing to work with or expand their contracts with the government. The first step, she says, is to conduct research in order to gain as much information as possible about how to maximize the process. The second step is to perform extensive external marketing by attending conferences, completing follow-ups with each potential client, networking, and remaining up-to-date on the small business programs run by the Small Business Administration. Drummond says that HCDI has overcome specific challenges in the process of navigating the federal procurement process. Among



these were developing insight into how to strategically use the information in the Federal Business Opportunities (FedBizOpps) Website; navigating the process of “getting on schedule” with the GSA MOBIS (Mission Oriented Business Integrated Services) program; developing a thorough understanding of how different agencies operate regarding the ability of small businesses to directly contact contracting and program officers; developing a thorough understanding of the procurement process; and incorporating financial resources to accommodate its lengthy cycle. Meeting and mastering these challenges have helped HCDI attain its present success. Sharing her inspired vision, Drummond frequently expresses how grateful she is for the opportunity to serve!

Congratulations to HCDI, another successful small business! We invite you to visit their Website at www.hcdi.com.

Vendor Counseling/ Outreach Events ▶

Outreach At Its Best!



The DOJ/OSDBU hosts monthly Vendor Counseling Sessions. These sessions allow small businesses an opportunity to meet the Department's various Small

Business Specialists to discuss procurement opportunities and doing business with the government.

The sessions are held on the 3rd Tuesday of each month unless otherwise specified and are held at National Place Building(TheShops), 1331 Pennsylvania Avenue NW, Room 1160-A, Washington, DC. Small business representatives are welcomed to schedule 15-minute appointments with any of the Small Business Specialists, who are listed on page 9. To schedule an appointment, contact the OSDBU staff on 1-800-345-3712. Appointments will be made on a first-come, first-served basis. Scheduling begins noon EST/EDT on the first work day of each month.



OSDBU Calendar of Events ▶

EVENT	DATE(S)	LOCATION	POINT OF CONTACT
Vendor Outreach Session	March 14, 2007	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A 9:00 a.m. to 12:00 p.m.	Kerrie Jackson (202) 616-0521
OSDBU 17th Annual Procurement Conference	April 19, 2007	Show Place Arena Upper Marlboro, MD 8:30 a.m. to 3:00 p.m.	Kerrie Jackson (202) 616-0521
Vendor Outreach Session	May 15, 2007	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A 9:00 a.m. to 12:00 p.m.	Kerrie Jackson (202) 616-0521
OSDBU Awards Ceremony (by invitation only)	June 14, 2007	Main Justice Building Great Hall 950 Pennsylvania Ave., NW Washington, DC 20535 (By Invitation Only) 10:00 a.m. to 12:00 p.m.	Romona Glover (202) 616-0521
Vendor Outreach Session	July 17, 2007	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A 9:00 a.m. to 12:00 p.m.	Kerrie Jackson (202) 616-0521
Small Business Subcontracting Vendor Outreach Session	August 30, 2007	U. S. Department of Agriculture 1400 Independence Avenue, SW Washington, DC 20250 9:00 a.m. to 12:30 p.m.	Kerrie Jackson (202) 616-0521
Vendor Outreach Session	October 16, 2007	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A 9:00 a.m. to 12:00 p.m.	Kerrie Jackson (202) 616-0521
Vendor Outreach Session 8(a) Firms Only	November 7, 2007	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A 9:00 a.m. to 12:00 p.m.	Kerrie Jackson (202) 616-0521



DOJ's Small Business Goals and Accomplishments ▶

The DOJ OSDBU establishes and monitors goals for the participation of small businesses within Justice Department acquisitions. In order to assist the bureaus in achieving their established goals, the OSDBU maintains resource information and provides technical advice and assistance to the contracting staffs as needed. DOJ OSDBU Small Business goals and accomplishments are reflected in figures as described below:

Figure 1:

FY 2005 Prime Contracting Goals and Accomplishments

Figure 2:

FY 2006/2007 Prime and Subcontracting Goals

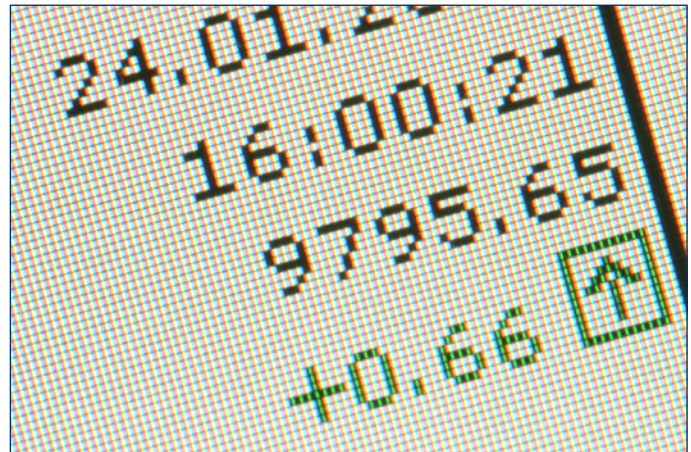
Figure 3:

FY 2006 Prime Contracting Goals and Accomplishments as of November 2006

Figure 4:

FY 2003 Subcontracting Goals and Accomplishments

(Figures located on pages 6 & 7)



DOJ OSDBU Small Business Goals and Accomplishments ▶

Figure 1 ▶
FY 2005 Prime Contracting Goals and Accomplishments

Category	Prime Goals* ¹	Actual* ²
Small Business	31.5%	34.6%
8(a)	3.7%	2.2%
Small Disadvantaged	12.0%	3.0%
Woman-Owned	5.0%	6.4%
HUBZone	3.0%	1.2%
SDVOSB	3.0%	0.8%

*¹ Goals for each category are equal to the average of actual accomplishments over the prior three fiscal years or the statutory goal, whichever is HIGHER.

*² FY 2005 Actuals were not yet final at the time of publication.

Figure 2 ▶
FY 2006/2007 Prime and Subcontracting Goals

Category	Prime Goals	Subcontracting Goals
Small Business	32.4%	42.5%
8(a)	3.0%	N/A
Small Disadvantaged	5.5%	5.7%
Woman-Owned	5.0%	5.7%
HUBZone	3.0%	3.0%
SDVOSB	3.0%	3.0%



DOJ OSDBU Small Business Goals and Accomplishments ▶ Cont.

Figure 3 ▶
FY 2006 Prime Contracting Accomplishments (as of November 2006)

Category	FY 2006 Goal	FY 2006 Actuals	FY 2005 Actuals
Small Business	32.4%	36.1%	34.6%
8(a)	3.0%	3.9%	2.2%
Small Disadvantaged	5.5%	4.3%	3.0%
Woman-Owned	5.0%	6.6%	6.4%
HUBZone	3.0%	2.1%	1.2%
SDVOSB	3.0%	1.2%	0.8%

Figure 4 ▶
FY 2003 Subcontracting Goals and Accomplishments*

Category	Goal	Actual
Small Business	40%	40.3%
Small Disadvantaged	5%	4.5%
Woman-Owned	5%	5.9%
HUBZone	3%	3.5%
SDVOSB	3%	.004%

* At the time of publication, subcontracting accomplishments for FY 2004 and FY 2005 were still being finalized in the federal government's new Electronic Subcontract Reporting System (eSRS).



Top 25 NAICS at DOJ During FY 2006 ▶

NAICS CODES	TITLE	TOTAL DOLLARS OBLIGATED
922140	Correctional Institutions	\$131,185,397
561210	Facilities Support Services	\$114,827,332
236220	Commercial and Institutional Building Construction	\$83,912,636
541199	All Other Legal Services	\$46,956,463
532411	Commercial Air, Rail, and Water Transportation Equipment Rental and Leasing	\$33,330,395
221122	Electric Power Distribution	\$30,066,374
541310	Architectural Services	\$29,853,910
541519	Other Computer Related Services	\$29,378,025
221210	Natural Gas Distribution	\$26,737,110
722310	Food Service Contractors	\$25,582,612
221310	Water Supply and Irrigation Systems	\$24,421,717
541512	Computer Systems Design Services	\$22,523,691
622110	General Medical and Surgical Hospitals	\$21,686,823
811212	Computer and Office Machine Repair and Maintenance	\$20,091,800
424410	General Line Grocery Merchant Wholesalers	\$16,505,816
334111	Electronic Computer Manufacturing	\$14,968,001
238160	Roofing Contractors	\$13,041,303
561612	Security Guards and Patrol Services	\$11,292,653
238210	Electrical Contractors	\$10,788,775
541611	Administrative Management and General Management Consulting Services	\$10,079,047
541990	All Other Professional, Scientific, and Technical Services	\$9,377,276
238220	Plumbing, Heating, and Air-Conditioning Contractors	\$8,776,041
424470	Meat and Meat Product Merchant Wholesalers	\$8,542,421
221320	Sewage Treatment Facilities	\$8,541,450
221121	Electric Bulk Power Transmission and Control	\$8,318,464



U.S. Department of Justice Small Business Specialists ▶

BUREAU	SMALL BUSINESS SPECIALIST	ADDRESS	CONTACT INFORMATION
Bureau of Alcohol, Tobacco, Firearms & Explosives	Amanda Boshears	650 Massachusetts Ave, NW Room 3420 Washington, DC 20006	(202) 927-8820 Office (202) 927-2986 Fax amanda.m.boshears@usdoj.gov
Bureau of Prisons	Pratap Das	320 First Street, NW Room 5006 Washington, DC 20530	(202) 307-0895 Office (202) 307-1146 Fax pratap.k.das@usdoj.gov
Executive Office for U.S. Attorneys	Ervin Spivey	600 E Street, NW Washington, DC 20530	(202) 616-6434 Office (202) 616-6651 Fax ervin.spivey@usdoj.gov
Federal Bureau of Investigation	Lisa Moore	935 Pennsylvania Ave, NW Room 10254 Washington, DC 20535	(202) 324-4930 Office lisa.moore@ic.fbi.gov
Federal Prison Industries/ UNICOR	Sharon Carter	400 First Street, NW 7 th Floor Washington, DC 20534	(202) 305-7306 Office (202) 305-7365 Fax scarter@central.unicor.gov
Drug Enforcement Administration	Yolanda Tillman	600 Army Drive Room 850K Arlington, VA 22202	(202) 307-7150 Office (202) 307-7542 Fax yolanda.t.tillman@usdoj.gov
Justice Management Division	Ken Freeman	1331 Pennsylvania Ave, NW Suite 1000 Washington, DC 20530	(202) 307-1971 Office (202) 307-1931 Fax kenneth.h.freeman@usdoj.gov
Office of the Inspector General	Laura Wohlford	1425 New York Ave, NW Room 7000 Washington, DC 20005	(202) 616-3474 Office (202) 616-4532 Fax laura.wohlford@usdoj.gov
Office of the Federal Detention Trustee	Connie Bare	1331 Pennsylvania, NW Suite 1210 Washington, DC 20530	(202) 353-4601 Office (202) 353-4611 Fax connie.bare@usdoj.gov
Office of Justice Programs	Raymond German	810 7 th Street, NW 12 th Floor Washington, DC 20531	(202) 307-0613 Office (202) 307-0086 Fax raymond.german@usdoj.gov
U.S. Marshals Service	Elizabeth Howard	Business Services Division Suite 932, CS3 Washington, DC 20530-1000	(202) 307-9349 Office (202) 307-9695 Fax elizabeth.howard@usdoj.gov